

# Employee Post-Travel Disclosure of Travel Expenses

RECEIVED Date/Time Stamp:  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

2020 MAR -9 AM 11:58

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Casey Family Programs

Travel date(s): February 18-19

Name of accompanying family member (if any): None

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$469.38 total	\$157.00	\$74.84 total	n/a
<input checked="" type="checkbox"/> Actual Amount	\$344.38 flights \$125.00 ground transportation			

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	n/a	n/a	n/a	n/a
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Discussion about entries in foster care with Judge Gray at Orleans Parish Juvenile Court; tour and discussion about services for at risk youth at Cover ant House New Orleans; discussion about the court Improvement plan (CIP) and prevention services with the Pelican Center for Children and Families; discussion about child welfare

in the state and innovations with the Louisiana Department of Children and Family Services; and a constituent panel discussion about the state's Quality Parenting Initiative

2-9-20  
(Date)

Rebecca Alcorn  
(Printed name of traveler)

Rebecca Alcorn  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

2-9-20  
(Date)

Mike Cyros  
(Signature of Supervising Senator/Officer)

**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Rebecca Alcorn

Name of Traveler: \_\_\_\_\_

Employing Office/Committee: Senator Mike CrapoPrivate Sponsor(s) (list all): Casey Family ProgramsTravel date(s): February 18-19, 2020*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): New Orleans, Louisiana

Explain how this trip is specifically connected to the traveler's official or representational duties:

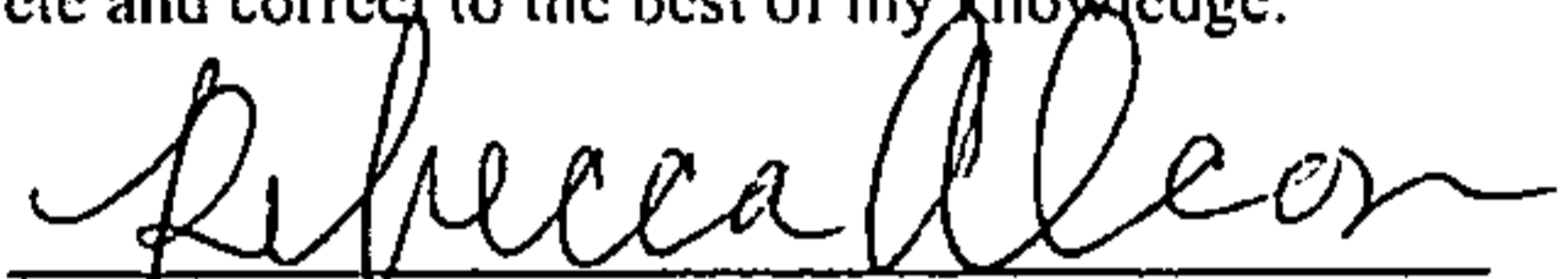
Casey Family Programs operates nationwide and maintains offices in nine states, including Idaho, and I have a relationship with the organization because I handle family policy for the Senator. The purpose of this visit is to learn about efforts to prevent childrens' unnecessary placement in foster care and strengthen families. We will meet with judicial state and local partners in New Orleans. New Orleans has been successful in reducing the number of children in their foster care system.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

1/17/20  
 (Date)

  
 (Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Mike Crapo hereby authorize Rebecca Alcorn  
 (Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

1/17/20  
 (Date)

  
 (Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Casey Family Programs
2. Description of the trip: a 1 day/1 night visit to New Orleans, LA to learn about approaches to prevent unnecessary placement of children in foster care and strengthen families
3. Dates of travel: ~~New Orleans, LA~~ February 18-19, 2020
4. Place of travel: New Orleans, LA
5. Name and title of Senate invitees: list attached of Senate staff working on child welfare issues
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR -
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND -
  - ☐ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND -
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Casey Family Programs is the sole sponsor and is organizing the educational visit to provide staff with a better understanding of different approaches to preventing unnecessary placements of children into foster care and to strengthen families.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Casey Family Programs is the nation's largest private operating foundation focused exclusively on safely reducing the need for foster care and improving outcomes for children and families.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Casey Family Programs has sponsored previous educational trips for staff to highlight model programs, promising practices and to allow staff to talk with local and state officials in addition to child welfare practitioners and other experts to understand how federal programs and policies impact them.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Casey Family Programs sponsors educational briefings. It produces reports and policy briefs on child welfare and it provides data, research, and analysis on ways to safely reduce foster care and improve outcomes for children and families.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	round-trip economy class flights to/from DC to New Orleans	\$157	\$71 per day	\$100 ground transportation by van in New Orleans
<input type="checkbox"/> Actual Amounts	\$530			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is designed for staff to visit several child welfare programs providing support to children and families involved with the child welfare system.

18. Reason for selecting the location of the event or trip

New Orleans has seen a significant decrease in the number of children in foster care.

19. Name and location of hotel or other lodging facility:

Courtyard by Marriott, New Orleans

20. Reason(s) for selecting hotel or other lodging facility:

Proximity to meeting locations and the cost is near the per diem rate for New Orleans.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

We have a good faith estimate for all the expenses, economy flights, hotel, meals, and van

transportation near the New Orleans per diem rates and reasonable and customary for the region.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

economy class airfare and a basic van in New Orleans

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: David Sanders

Name and Title: David Sanders, Executive Vice President-Systems Improvement

Name of Organization: Casey Family Programs

Address: 1200 17th Street NW, Suite 410, Washington, DC 20036

Telephone Number: 202-728-2001

Fax Number: 202-467-4499

E-mail Address: ccalpin@casey.org (Christine Galpin - Managing Director, Public Policy for questions)

Agenda for Congressional New Orleans site visit, February 18-19, 2020

February 18, 2020

*American Airlines Flight: Depart 8:30 a.m. Washington, DC. Reagan National Airport (DCA) and arrive at 10:42 a.m. New Orleans (MSY)*

11:30 a.m. - 2:00 p.m.

**Orleans Parish Juvenile Court**

Location: 1100 Milmon Street, New Orleans, LA 70112

A discussion with Chief Judge Ernestine Gray and judicial colleagues on child neglect, the foster care system, and the court's role in child welfare and supporting families.

2:30 – 4:00 p.m.

**Pelican Center for Children and Families**

Location: 1615 Poydras Street, #1000, New Orleans, LA 70112

The Pelican Center is a nonprofit organization which is focused on intensive coordination and interdisciplinary training and education of child welfare practitioners. Presentation will include an overview of the work with local judges and the Department of Children and Family Services to ensure children and parents have quality legal representation, including training through the Court Improvement Program. Presenters will be Mark Harris, Court Improvement Program Coordinator; Michelle Gros, Special Projects Coordinator; Caitlin Glass, a children's attorney.

4:30 – 6:30 p.m.

**Child Welfare in Louisiana**

Pelican Center for Children and Families

Location: 1615 Poydras Street, #1000, New Orleans, LA 70112

Discussion with leadership from Louisiana Department of Children and Family Services on its efforts to keep children safe and strengthen families.

7:00 - 8:30 p.m.

**Quality Parenting Initiative**

Location: Courtyard by Marriott

910 Iberville Street, New Orleans, LA 70122

Dinner presentation and panel discussion of the Quality Parenting Initiative (QPI), which demonstrates how foster parents and birth parents can work together to keep children safe and strengthen families. Panel will feature parents who are involved with QPI.

February 19, 2020

*American flight: Depart 7:26 AM New Orleans (MSY) and arrive at Washington, DC. Reagan National Airport (DCA) at 10:59 AM*

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**Senate Invitees**

**Ryan Martin, Senior Adviser, Human Services, U.S. Senate Committee on Finance**

**Liesel Crocker, Legislative Assistant, Senator Grassley**

**Rebecca Alcorn, Legislative Assistant, Senator Crapo**

**Anjali Chhatre, Legislative Assistant, Senator Roberts**

**Conroy Stout, Legislative Assistant, Senator Enzi**

**Claire Sanderson, Legislative Assistant, Senator Cornyn**

**Adam Wek, Legislative Assistant, Senator Thune**

**Megan Harrington, Legislative Assistant, Senator Portman**

**Alyssa Palisi, Legislative Assistant, Senator Toomey**

**Susan Occhipinti, Legislative Assistant, Senator Lankford**

**Mary Moody, Legislative Assistant, Senator Cassidy**

**Rachel Green, Legislative Assistant, Senator Daines**

**Jaymi Light, Health Policy Director, Senator Young**

**Marisa Morin, Senior Adviser, Children and Families, U.S. Senate Committee on Finance**

**Lorenzo Rubalcava, Legislative Assistant, Senator Stabenow**

**Nico Janssen, Legislative Assistant, Senator Cantwell**

**Swarna Vallurupalli, Health Counsel, Senator Menendez**

**Lynn Sha, Legislative Assistant, Senator Carper**

**Shilesha Bamberg, Legislative Assistant, Senator Brown**

**Bill Van Horne, Chief Counsel, Senator Cardin**

**Sara Maskornick, Staff Director, U.S. Senate Committee on Health, Education, Labor and Pensions Subcommittee on Children and Families**

**Greg Mathis, Health Policy Adviser, Senator Warner**

**Brittany Matthews, Senior Policy Adviser, Senator Hassan**

**Casey Badmington, Legislative Assistant, Senator Cortez Masto**

**Jordan Hynes, Professional Staff Member, U.S. Senate Committee on Health, Education, Labor and Pensions**

**Zach Bennet, Legislative Assistant, Senator Paul**

**Anna Dietderich, Legislative Assistant, Senator Murkowski**

**Meg McGaughey, Legislative Assistant, Senator Braun**

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Manuel Contreras, Policy Adviser, U.S. Senate Committee on Health, Education, Labor and Pensions

Leila Schochet, Policy Adviser, U.S. Senate Committee on Health, Education, Labor and Pensions

Karishma Merchant, Senior Adviser, Senator Kaine

Katie Campbell, Deputy Chief of Staff, Senator Jones

Sarah Bender, Legislative Aide, Senator Jones

Megan Thompson, Senior Policy Adviser, Senator Rosen

Amy Nabozny, Legislative Assistant, Majority Leader McConnell

Matthew Fuentes, Legislative Assistant, Minority Leader Schumer

Cassie Leonard, Legislative Assistant, Senator Kennedy

Rachel Solocof, Legislative Assistant, Senator Burr

Emily Lavery, Legislative Assistant, Senator Scott

Rita Habib, Senior Policy Adviser, Senator Bennet

Kristen Donheffner, Health Policy Adviser, Senator Whitehouse

Katie Brown, Chief Counsel, Senator Collins

Sarah Stone, Chief Counsel, Senator Romney

Lori Kearns, Legislative Director, Senator Sanders

Brian Moulton, Senior Counsel, Senator Baldwin

Emily Smith, Legislative Assistant, Senator Murphy

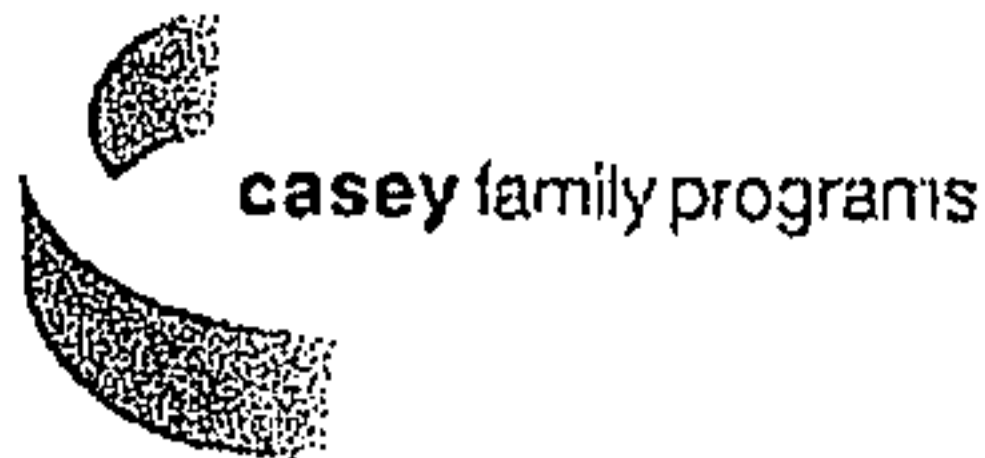
Susannah Savage, Health Policy Adviser, Senator Warren

Brenna Barber, Education Policy Adviser, Senator Smith

Shannon Hossinger, Legislative Assistant, Senator Sasse

Chad Yellinski, Legislative Director, Senator Loeffler

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January 15, 2020

Rebecca Alcorn  
Legislative Assistant  
Senator Mike Crapo  
239 Dirksen Senate Office Building  
Washington, DC 20510

Dear Rebecca,

I would like to invite you to a one day educational site visit on Tuesday, February 18, 2020 to New Orleans, Louisiana to meet with judicial, state and local officials in New Orleans to learn about efforts to prevent unnecessary placement in foster care and strengthen families. The visit will include a look at the different roles of the state, courts, and community in supporting families, and how each works together in this effort. Casey Family Programs is the nation's largest private operating foundation focused exclusively on safely reducing the needs for foster care in this country and building communities of hope. We believe there is nothing more urgent than working together to ensure every child in this country has a safe, permanent family in which they can thrive.

I am attaching to this letter the draft itinerary for the trip, including the presentations and issues that will be addressed during this visit. Also enclosed is a completed Congressional Travel Certification Form.

New Orleans has seen a significant decrease in the number of children in foster care. This visit will highlight efforts of the court and state to reduce unnecessary entry into foster care and the trauma it can impose and increase permanency for children, and offer opportunities to discuss different approaches to keeping children safe and families together.

The trip will begin with a morning flight from Washington National Airport (DCA) on February 18 (boarding at 8:00 am) and will end with a flight back to DCA on February 19, 2020 (arriving to DCA at 11:00 am). Casey Family Programs will, in accordance with respective U.S. House and Senate Ethics Committees<sup>1</sup>, arrange for and directly pay for the costs for the flight to and from New Orleans and other travel-related costs, including transportation, lodging and meals while in New Orleans. Incidental expenses cannot be reimbursed.

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<sup>1</sup> As a private foundation, Casey Family Programs is also required to only pay federal per diem rates for Congressional Members or staff in accordance with Treas. Reg. 26. CFR § 53.4941(d)(3).

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If you have any questions about this trip, please be in touch with me at 202-728-2001 or [ccalpin@casey.org](mailto:ccalpin@casey.org). Space is limited, so I look forward to hearing from you.

Sincerely,

Christine Colpin

**Christine Calpin**  
Managing Director-Public Policy  
Casey Family Programs

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